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Book	Policy Manual
Section	4000 - Personnel Certified/Non-Certified
Title	Students Surveillance on School Property
Code	4118.4
Status	Second Reading
Adopted	April 17, 2012

STUDENTS SURVEILLANCE ON SCHOOL PROPERTY

REMOVE

The following rules shall apply to video surveillance:

- ~~1. The district shall notify its students, their parents/guardians and its staff that video surveillance may occur on any school property. The district shall incorporate said notice in the student handbook and District's Policy Handbook. Signs shall be posted at each building with video cameras.~~
- ~~2. The use of surveillance equipment on school property and on other district property shall be supervised and controlled by the building administrator/ designee or district transportation coordinator, as applicable.~~
- ~~3. The use of recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records.~~
- ~~4. Surveillance shall be used only to promote the order, safety and security of students, staff and property and to assist school administrators in deciding upon appropriate disciplinary action.~~

Student Records

- ~~1. The district will comply with laws regarding student records requirements including the Family Education and Privacy Act and the Education of All Handicapped Children Act of 1975 as applicable in the district's use of recordings. Recordings considered for retention, as part of the student's behavioral record will be maintained in accordance with established student record procedures governing their access, review and release.~~

Staff Records

- ~~1. Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records.~~

Storage Security

- ~~1. All recordings will be stored and secured in accordance with established Board record retention policies.~~

2. ~~Recording will be stored for not more than sixty days after initial recording, whereupon such recordings will be released for erasure.~~
3. ~~Recordings held for review of student or staff incident will be maintained in their original form pending resolution. The tape will then be either released for erasure or retained as necessary as a part of the student's discipline record and or employee's personnel record in accordance with the established district procedures.~~

Viewing Requests

1. ~~Requests for viewing video recordings will be limited to the appropriate vehicle driver, transportation coordinator, school administrator, parent/guardian or student 18 or older or others as deemed appropriate by the transportation coordinator or superintendent/designee. Requests for viewing will be limited to those parents/guardians, students and/or district officials with a direct interest in the proceedings deemed appropriate by the superintendent/designee. The district's School Resource Officer may also review the video at the request of a school administrator who requests assistance for determination of school policy violation and/or criminal behavior.~~
2. ~~Requests for viewing may be made to the Director of Operations, principal, or superintendent designee.~~
3. ~~Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.~~

Viewing

1. ~~Actual viewing will only be permitted at school related sites, including the transportation office, schools, and district office or as otherwise required by law.~~
2. ~~All viewing will include the transportation coordinator and/or a school administrator.~~
3. ~~Recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and applicable labor agreements.~~

Legal 10-221 Boards of Education to prescribe rules Education of the Handicapped Act of 1975, as amended Individuals with Disabilities Education Act
Family Education Rights and Privacy Act